



Let's Cross Paths

**REQUEST FOR PROPOSALS FOR
Survey and Inventory of Buildings and Structures
West Central Sedalia Residential Area
*City of Sedalia, Missouri***

I. INTRODUCTION

The City of Sedalia seeks a qualified preservation consultant or firm meeting appropriate federal professional qualification requirements as published in the Secretary of the Interior's 'Standards and Guidelines' for Archaeology and Historic Preservation' and 48 FR 44716 to conduct a reconnaissance-level architectural survey of the West Central Sedalia Residential Area's 683 properties. A prior survey entitled "Victorian Towers Reconnaissance Survey" was conducted and completed in 2021 and will be merged with the data from this survey in pursuing future historic district nominations to the National Register of Historic Places.

II. BACKGROUND OF DISTRICT CHARACTERISTICS

The West Central Sedalia Residential Area is a collection of 1091+ parcels when combined with the Victorian Towers area already surveyed. The West Central Sedalia Residential Area is generally bound by Main Street on the north (excluding commercial properties on Main Street), Park Avenue and Beacon Avenue on the west (excluding Liberty Park), 10th Street on the south and Kentucky/Ohio Avenues on the east.
[Attachment A, West Central Sedalia Residential Area Boundary Map]

The West Central Sedalia Residential Area was among the early residential areas established following the City's founding in 1860. Some of the earliest homes in the District are known to have been constructed during the 1870s. Predominant architectural styles in the District include vernacular styles, Queen Anne, Italianate, Colonial Revival, Greek Revival, Romanesque Revival (as well as the Richardsonian subtype), Victorian Gothic, Craftsman, American Four Square and others. Due to the high concentration of well-preserved examples of high-style Victorian architecture, the City of Sedalia strongly believes that the distinct districts exist that are eligible under Criterion C, architecture, for listing on the National Register of Historic Places.

The goal of the City of Sedalia is to determine boundaries and the number of contributing properties to the potential historic districts and to determine the potential for future preservation planning. Through this project, the City hopes further civic pride will be fostered and preservation mindsets will be invigorated.

III. INVITATION TO SUBMIT PROPOSALS

- A. Qualified consultants are invited to submit a proposal to complete a reconnaissance-level architectural survey of the West Central Sedalia Residential Area located in the residential Midtown region of Sedalia, Missouri.
- B. Sealed proposals will be received by the Representative of the Owner by hand delivery or certified mail no later than: **Thursday, March 23, 2023, 2:00 pm.**
- C. Emailed proposals may be sent in lieu of recent global circumstances.
- D. For those submitting bids, questions may be submitted until **Friday, March 17, 2023, 5:00 pm** by emailing John Simmons at jsimmons@cityofsedalia.com.
- E. Mail or deliver proposals to:
 - Jason Myers
 - City Clerk
 - ATTN: John Simmons
 - City of Sedalia
 - 200 S Osage Avenue
 - Sedalia, MO 65301

OR email digital proposals to:

Jason Myers
City Clerk
bidresponse@sedalia.com
ATTN: John Simmons

IV. CONTENTS OF PROPOSAL:

All proposals shall be in written form and include:

- A. The names, respective titles and years of service of all persons who will be responsible for management and coordination of all work on the project.
- B. A narrative or other statement explaining the firm's qualifications for the proposed project.
- C. A brief statement of the availability of key personnel to undertake the proposed project.

- D. The name and telephone numbers of persons who can be called as references regarding the firm's past performance on similar projects.
- E. Written description of approach to the project, proposed scope of work, definition of individual tasks, and schedule.
- F. A limited copyright release in order for City Staff to make copies of any copyrighted materials submitted within the proposal.

V. CONSULTANT SELECTION PROCESS AND CRITERIA

The proposals will be scored using the following criteria:

<i>Category</i>	<i>Description</i>	<i>Percent</i>	<i>Total</i>
General Requirements	Completeness and thoroughness of submission.	15	30
	Favorable references from former recipients of Provider's services.	15	
Technical Requirements	Understanding of the project, need and/or mission.	15	70
	Provider's experience with similar analyses. (Experience and appropriateness of contractor's staff assigned to the project as documented in resumes.)	25	
	Approach to program analyses detailed in methodology.	15	
	Quantity and quality of services to be rendered.	15	

VI. QUALIFICATIONS:

- A. The successful applicant must meet professional requirements according to the Secretary of the Interior's Standards (36 CFR Part 61) and possess the following:
 - a. Demonstrated knowledge of and familiarity with American architectural history;
 - b. Experience in researching and describing historic resources, conducting intensive-level and reconnaissance architectural surveys and familiarity in writing historiographies;
 - c. A thorough knowledge of and familiarity with historic resource evaluation and identification, particularly in architectural styles or types as well as surveying procedures.
 - d. Demonstrated writing skills; and
 - e. Experience with digital photography.
- B. Candidates submitting proposals should provide the following information in their proposals:
 - a. A list of completed similar projects including name, address, owner's name, date completed, project cost and other relevant contact information;
 - b. Evidence of professional qualifications, as applicable;

- c. Information pertaining to organizational history, including years in business and resumes of all partners, associates or consultants employed with the firm who will be working on this project;
- d. A description of proposed methodology to accomplish the required tasks as outlined in Section IV., Scope of Work. Include the organization and management plan for this project. If the consultant or firm plans to use subcontractors, explain their roles in carrying out this project and provide information on each;
- e. A description of the management plan for the project. If subcontractors will be used, provide information on each and explain their involvement; and
- f. An estimated time frame of completion for this project if there is conflict with the Suggested Schedule of Completion table in Section IV., Scope of Work.

VII. COMPENSATION:

Following the selection of a consultant or firm and the successful negotiation of an agreement, a contract shall be negotiated between the City and the successful firm. Reimbursement shall be made according to an agreed upon schedule, specified within the contract for a maximum not-to-exceed amount.

VIII. PROPOSALS:

- A. Due Date: **Thursday, March 23, 2023, 2:00 p.m. Central Standard Time**
- B. Submit five (5) copies of the proposal for review by Selection Committee.
- C. Email delivery of proposals will be accepted.

IX. SCOPE OF WORK

The consultant or firm will conduct a comprehensive reconnaissance-level architectural survey of approximately 408 parcels in the Victorian Towers District of Sedalia, which will include all buildings, structures, sites and object residing in the examined Midtown region.

The consultant or firm will be familiar with data collection and entry, in addition to experience in necessary photographic documentation. A minimum of one (1) photograph per entry is required, but additional are preferred. All photographs must date within the contract period and should be attached as hard copies with the completed survey. Data will be recorded on forms provided by Missouri Department of Natural Resources and should adhere to the guidelines specified by the Missouri State Historic Preservation Office. A sample is attached as **Attachment B**.

The consultant or firm will provide survey maps delineating surveyed parcels. Maps should indicate the survey area boundary, any existing relevant locally designated or National Register of Historic Places-listed historic boundaries, all addresses, legal parcels and street names. The map will include a key explaining boundaries and scale.

Further information regarding the scope of work is describes in “Attachment C: Scope, Purpose and Description of Grant Activities” from Missouri DNR. This is included as **Attachment C**.

The consultant will provide all items described in Attachment A and five (5) final copies and one (1) electronic CD, DVD, or flash-drive of the survey report to the City of Sedalia by **Friday, March 29, 2024**.

X. **REPORT REQUIREMENTS:**

The survey report should include at a minimum:

- A. **Survey Objectives**, which explains why the survey is being undertaken and identify resources that are eligible for listing in the National Register of Historic Places;
- B. **Geographical Description**, which includes a general description of the survey area including boundaries, major landscape features, summation of building stock and its integrity, number of resources and corresponding addresses;
- C. **Developmental History**, including a brief written account of how the area developed over time and how it reflects distinct aspects of Missouri’s history;
- D. **Survey Methodology**, including fieldwork techniques and resources methods employed while conducting the survey, references to previous surveys and any re-surveying completed as part of this project;
- E. **Survey Results and Architectural Analysis**, including the total number of surveyed resources divided into appropriate categories, photographic documentation, a table listing the main building types and main architectural styles, as well as a narrative defining these;
- F. **Recommendations for Future Preservation Activities**, including potential National Register nominations for individuals and/or historic districts, potential updates and/or amendments to existing locally-designated historic listings and potential economic development, heritage tourism, and other preservation planning activities.

XI. SUGGESTED SCHEDULE OF COMPLETION:

#	Item	Date of Completion
1	Issue Request for Proposal	Friday, February 17, 2023
2	Deadline for Response	Wednesday, March 23, 2023
3	Internal Selection and Contract Draft Submitted for Approval to DNR	Wednesday, April 5, 2023
4	Council Approval of Consultant and Contract	Monday, May 1, 2023
5	Consultant Meeting with HPF Grant Manager and City Staff to review level of documentation required. (Approximate date)	Tuesday, May 8, 2023
6	Consultant Draft of Research Design to HPF Grant Manager for review and approval. Submission of documentation for the first of two public information meetings (meeting date is approximate only).	Friday, May 26, 2023
7	Submission of Final Research Design, five complete sample inventory forms keyed to a base map of the survey area, to the HPF Grant Manager for review and approval	Friday, June 30, 2023
8	Submission of fully complete draft inventory forms (and site plans as appropriate), and a survey map to the HPF Grant Manager for review and approval. Mid-term budget report due.	Thursday, October 19, 2023
9	Submission of final inventory forms (and site plans as appropriate), draft survey report, maps and photos to the HPF Grant Manager for review and approval.	Monday, January 15, 2024
10	Submission of final survey report to the HPF Grant Manager for review and approval and submission of documentation for the second public meeting (meeting date is approximate only).	Friday, March 1, 2024
11	Submission of final project report and fiscal data by city to HPF Grant Manager.	Friday, March 29, 2024

XII. ASSURANCES

The consultant or firm will assure that they are in compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and in accordance with the Title VI Act, that no person in the United States shall, on the basis of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to

discrimination under any program or activity for which the applicant received Federal financial assistance. The consultant or firm will take immediate measures to effectuate this provision.

The consultant or firm will comply with Section 504 of the Rehabilitation Act 29 U.S.C. 794 et seq. which requires that no qualified handicapped individual is solely, by reason of the handicap, excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance.

The consultant or firm will comply with the Americans with Disabilities Act of 1990 42 U.S.C. 12101 et seq. which prohibits discrimination on the grounds of disability in services, programs and activities provided by State and Local government entities.

The consultant or firm agrees to comply with all applicable regulations, laws, policies, guidelines and requirements of the grant program including National Register Guidelines, the Secretary of the Interior's 'Standards for Archaeology and Historic Preservation' and any special conditions or regulations relating to the application, acceptance and use of Federal funds for a preservation project.

XIII. CONTRACT PERIOD

This contract will commence on the day it is signed by both the City and the consultant and follow the timeline described in Section IV., Scope of Work. The final report of all data must be completed and turned in to the City of Sedalia by **Friday, March 1, 2024**.

XIV. GENERAL REQUIREMENTS

Where applicable, the final product should comply with all standard preservation guidelines, standards and Local, State and Federal codes, rules and regulations. Preparation of documentation, submittals, or bids shall comply with the City's requirements.

- A. The consultant or firm shall review and coordinate with the City through all phases of the project, and otherwise, as necessary.
- B. The consultant or firm shall include the City in all correspondence as necessary

XV. CONTRACT AWARD

The contract will be awarded by the City of Sedalia no later than **Tuesday, May 2, 2023** to the best qualified candidate. A Selection Committee will select the top candidate based on experience in historic preservation, historic resources surveying and other qualifications

and experience related to the proposed project, including understanding the Secretary of the Interior's Standards. The City reserves all rights to waive any informality in proposals when such waiver is in the interest of the City. Alternatives shall be accepted by the City as budget permits as it pertains to the best interests of the City.

The agreement will only be entered into with reasonable candidates found to be satisfactory by the City, qualified by experience and in a financial position to complete the work specified. The Owner reserves the right to waive informalities in any proposal, make the award whole or in part, re-advertise or reject any or all proposals when such action is in the best interest of the City.

XVI. PROJECT GRANT REQUIREMENTS

All work must be in compliance with all Federal regulations included in this Request for Proposals. Funds for the contract are funded in part by the City of Sedalia and must meet all requirements and timeframes.

XVII. CONCLUSION

The scope of work and project emphasis shall be reviewed prior to the start of the project work. The specifics of the Request for Proposals of this project are open to discussion and adjustment as code requirements, regulating authorities, and additional investigation and information may require or permit.

Please see Appendices and Exhibit below.

This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior, of the U.S. Government and Missouri Department of Natural Resources, State Historic Preservation Office. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior or the Department of Natural Resources, State Historic Preservation Office, nor does the mention of trade names or commercial products constitute endorsement or recommendation.

Attachment A
West Central Sedalia Residential Area Boundary



ATTACHMENT B

Missouri Department of Natural Resources Architectural Survey Form

DO NOT USE THIS FORM IN FINAL SUBMISSION. This form is available through:

<https://dnr.mo.gov/forms/780-2125-f.pdf>



MISSOURI DEPARTMENT OF NATURAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE, P.O. Box 176, Jefferson
ARCHITECTURAL/HISTORIC INVENTORY FORM

Page 1

1. Survey No.		2. Survey name:	
3. County:		4. Address (Street No.)	Street (name)
5. City:	Vicinity: <input type="checkbox"/>	6. Geographical Reference:	7. Township/Range/Section: T: R: S:
8. Historic name (if known):		9. Present/other name (if known):	
10. Ownership: <input type="checkbox"/> Private <input type="checkbox"/> Public		11a. Historic use (if known):	11b. Current use:

HISTORICAL INFORMATION

12. Construction date:	15. Architect:	18. Previously surveyed? <input type="checkbox"/> Cite survey name in box 22 cont. (page 3)
13. Significant date/period:	16. Builder/contractor:	19. On National Register? <input type="checkbox"/> individual <input type="checkbox"/> district Cite nomination name in box 22 cont. (page 3)
14. Area(s) of significance:	17. Original or significant owner:	20. National Register eligible? <input type="checkbox"/> individually eligible <input type="checkbox"/> district potential (<input type="checkbox"/> C <input type="checkbox"/> NC) <input type="checkbox"/> not eligible <input type="checkbox"/> not determined
21. History and significance on continuation page. <input type="checkbox"/>		22. Sources of information on continuation page. <input type="checkbox"/>

ARCHITECTURAL INFORMATION

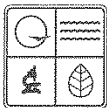
23. Category of property: <input type="checkbox"/> building(s) <input type="checkbox"/> site <input type="checkbox"/> structure <input type="checkbox"/> object	30. Roof material:	37. Windows: <input type="checkbox"/> historic <input type="checkbox"/> replacement Pane arrangement:
24. Vernacular or property type:	31. Chimney placement:	38. Acreage (rural): Visible from public road? <input type="checkbox"/>
25. Architectural Style:	32. Structural system:	39. Changes (describe in box 41 cont.): <input type="checkbox"/> Addition(s) Date(s): <input type="checkbox"/> Altered Date(s): <input type="checkbox"/> Moved Date(s): <input type="checkbox"/> Other Date(s):
26. Plan shape:	33. Exterior wall cladding:	Endangered by:
27. No. of stories:	34. Foundation material:	
28. No. of bays (1 st floor):	35. Basement type:	40. No. of outbuildings (describe in box 40 cont.):
29. Roof type:	36. Front porch type/placement:	41. Further description of building features and associated resources on continuation page. <input type="checkbox"/>

OTHER

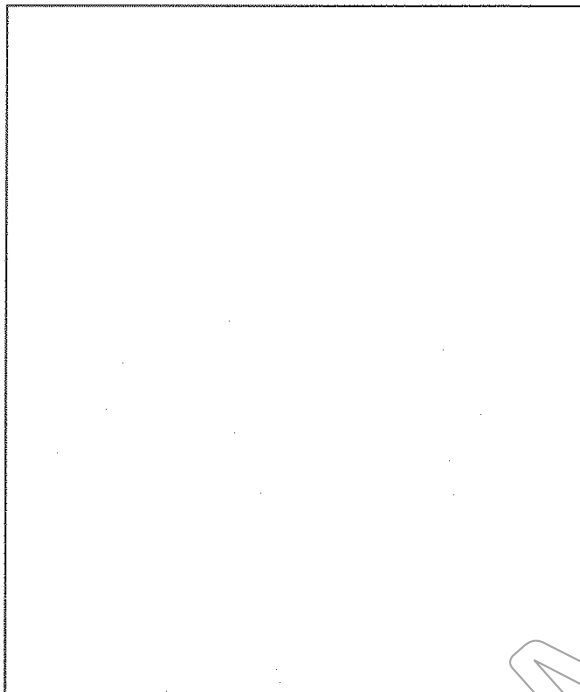
42. Current owner/address:	43. Form prepared by (name and org.):	44. Survey date:
		45. Date of revisions:

FOR SHPO USE

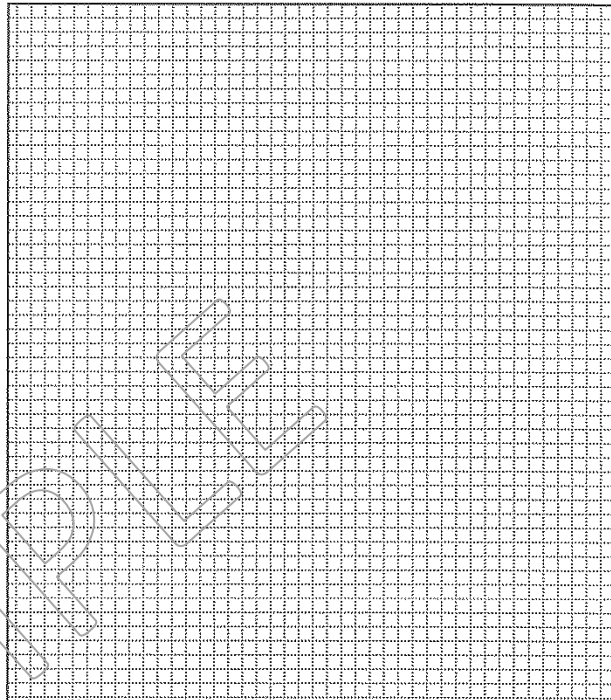
Date entered in inventory:	Level of survey: <input type="checkbox"/> reconnaissance <input type="checkbox"/> intensive	Additional research needed? <input type="checkbox"/> yes <input type="checkbox"/> no
National Register Status: <input type="checkbox"/> listed <input type="checkbox"/> in listed district Name: <input type="checkbox"/> pending listing <input type="checkbox"/> eligible (individually) <input type="checkbox"/> eligible (district) <input type="checkbox"/> not eligible <input type="checkbox"/> not determined	Other:	



LOCATION MAP (include north arrow)

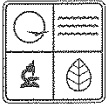


SITE MAP/PLAN (include north arrow)



PHOTOGRAPH

Photographer:	Date:	Description:
Insert photograph of primary structure on property.		



ADDITIONAL INFORMATION:

21. (cont.) History and significance. Expand box as necessary, or add continuation pages.

22. (cont.) Sources of information. Expand box as necessary, or add continuation pages.

40. (cont.) Description of environment and outbuildings. Expand box as necessary, or add continuation pages.

41. (cont.) Description of primary resource. Expand box as necessary, or add continuation pages.

ATTACHMENT C
SCOPE, PURPOSE AND DESCRIPTION OF GRANT ACTIVITIES

Sedalia, Missouri West Central Sedalia Survey
Project No. 29-22-10029-003

Starting Date: August 1, 2022
Ending Date: March 31, 2024

I. SCOPE AND PURPOSE

The City of Sedalia will hire a 36 CFR 61 qualified architectural historian (herein referred to as "consultant") to conduct a reconnaissance level architectural survey of the West Central Sedalia survey area. The boundaries were selected by the City of Sedalia. The approximately 183-acre survey area is a residential area that includes approximately 683 primary properties. This area excludes the approximately 115 acres bounded by South Park Avenue on the west, West Third Street on the north, South Moniteau Avenue on the east, and both sides of West Seventh Street on the south, which were surveyed in the 2021 Victorian Towers Historic Architectural Survey completed by SFS Architecture. See Exhibits 1 and 2 for maps of the survey areas.

Architectural survey is an activity required of Certified Local Governments (CLGs) per 36 CFR 61 regulations. A survey is being conducted to ensure the City of Sedalia has the most accurate, up-to-date information on identified historic buildings and their condition to help with planning and preservation efforts. This survey will include recommendations for future preservation activities, including but not limited to identifying the boundaries of the envisioned Victorian Towers Historic District and properties eligible for the National Register of Historic Places.

II. ACTIVITIES AND FUNCTIONS

Consultant Selection Process

The City of Sedalia will hire a professional that meets the *Secretary of the Interior's Professional Qualifications Standards* for a historian or architectural historian, as outlined in the Code of Federal Regulations, 36 CFR Part 61 to conduct the West Side Survey. The Request for Proposal (RFP) sent to consultants shall include a copy of Attachment A: Scope, Purpose and Description of Grant Activities, the Milestone Schedule, and Exhibit 1 from the Grant Agreement with budgetary information removed. Pursuant to 2 CFR 200.331, the sub-recipient shall require the language of the certification and terms applicable to financial assistance awards to be included in sub-award documents at all tiers, and sub-recipients shall certify and disclose accordingly. City staff will serve as the primary point of contact for this project and will be expected to ensure milestones are submitted to the Historic Preservation Fund (HPF) Grant Manager on a timely basis. All contractual deadlines with the consultant shall not conflict with milestone deadlines set in the grant agreement. A draft of the RFP will be sent to the HPF Grant Manager **prior to initiating the bid process**. Documentation of the consultant selection process and a draft of the consultant contract

shall be submitted to the HPF Grant Manager or their designee for approval **before it is signed.**

The consultant selection process shall produce the following products:

1. Submit a **draft of the RFP** for review prior to the initiation of the bid process.
2. Submit documentation of the **consultant selection process** and a draft of the consultant contract **prior to signature.** This documentation includes:
 - a. Indication of who the RFP was sent to and when
 - b. Copies of all responses received (proposals and responses of no bid)
 - c. Score sheets/an explanation for why a consultant was chosen
 - d. The unsigned draft consultant contract noted above
3. Submit a copy of the signed **consultant contract.**

B. Reconnaissance Level Survey

The consultant shall conduct a reconnaissance level architectural survey in the approximately 183-acre area in Sedalia (see Exhibit 1). The survey will be completed following the State Historic Preservation Office's "Standards for Professional Architectural and Historic Surveys" and "Instructions for Completing the General Architectural Survey Form" included as Exhibits 2 and 3 and available on the SHPO's website (<https://mostateparks.com/page/85651/standards-professional-architectural-and-historic-surveys> and <https://mostateparks.com/sites/mostateparks/files/Archi%20tecturalSurveyInstructions.%20pdf>). Before starting work, the consultant and the city will schedule a time with the HPF Grant Manager or their designee to discuss the level of documentation and how resources will be recorded. This survey will document the existing historic character and conditions of each property within the survey area, provide a historic context for the development of the survey area and make recommendations for future preservation activities, including additional survey recommendations and evaluation of National Register eligibility.

Prior to field work, a research design detailing the methodology and goals of the survey will be submitted in Word format approved by the HPF Grant Manager or their designee. Once the HPF Grant Manager or their designee approves the research design, a Missouri Architectural/Historic Inventory form will be completed for each primary property within the boundary, including any vacant lots. A minimum of 683 survey forms will be completed. Draft and final forms will be submitted in Word format to the HPF Grant Manager or their designee and to the City of Sedalia. Each form will be accompanied by at least one digital photo in JPEG format in color. The number of photos will be determined in consultation with the HPF Grant Manager or their designee. A map will be created that indicates the survey boundaries, property locations, addresses, potential district boundaries, and notation of each property's status as a contributing or non-contributing resource. Outbuildings will also be accounted for and assigned a contributing or non-contributing status. Any mapping will be submitted in digital format to the HPF Grant Manager or their designee and the City of Sedalia. The map shall be included in the survey report but must also be submitted as a separate file.

A final survey report will be prepared and submitted in Word format. This report will describe the scope and scale of the survey; provide a methodology of the project; discuss enough historic context for evaluation of the resources under National Register criteria; describe and analyze property types within the resources surveyed; discuss the rationale for

evaluation; and make recommendations for future National Register listings (individual and districts) and survey activities.

These products are outlined in more detail below. The Sedalia Historic Preservation Commission will have an opportunity to review milestone products before they are submitted to the HPF Grant Manager or their designee.

The reconnaissance level architectural survey of Sedalia shall produce the following products:

1. A completed **research design** meeting the SHPO's "Standards for Professional Architectural and Historic Surveys" shall be submitted to the HPF Grant Manager or their designee prior to field work. The research design will describe the scope of the work, rationale of survey boundaries, proposed methodology and expected results and will be submitted in Word format.
2. Submit documentation for the **two public information meetings** (i.e. press release, newspaper/web advertisement, sign-in sheet). See subsection C for further information on public meetings.
3. **SHPO Architectural/Historic Inventory Forms** (or other pre-approved survey form) meeting SHPO's "Standard for Professional Architectural and Historic Surveys (see Exhibit 2)" and following the "Instructions for Completing the Architectural/Historic Inventory Form (see Exhibit 3)" shall be completed for each property within the boundary including vacant lots (see Exhibit 4 for an example of this form). If a property has more than one associated resource, the site plan on the inventory form shall be completed unless a master map showing the accurate orientation of outbuildings in the district is submitted as part of the project. In this case the second page of the survey form may be omitted. The forms shall be submitted in Word format for the HPF Grant Manager or their designee.
The consultant will set up a time with the HPF Grant Manager or their designee to discuss the level of documentation before work on the project begins. An email documenting the discussion will be sent to the HPF Grant Manager or their designee by the consultant.
Drafts will be completed as discussed via this conversation. Incomplete drafts will not be accepted.
4. **Digital color photographs** of each surveyed property submitted in digital JPEG format. Each digital image must be at least 1600 X 1200 pixels and at least 72 dpi. Draft digital images must be labeled by street address but final digital images files must be labeled according to National Register standards (i.e. MO_XXX County_Survey Name_0001). Photos will preferably be taken to avoid obstruction from foliage. If a property has a complex footprint, additional photographs may be necessary to accurately record all primary facades. If a property has secondary resources an additional photograph will be taken for each resource unless the secondary resource is clearly visible in the photograph of the primary resource. If a known outbuilding is not visible from the public right of way, its presence should be indicated on the survey form with an explanation why photography was not possible.

The number of photographs will be determined in consultation with the HPF Grant Manager or their designee.

5. **A boundary map**, separate from the final report. The location of each property inventoried will be indicated on a large-scale map with addresses and the location of associated outbuildings. The map shall show the survey boundary and boundaries for any potential National Register districts. The contributing status of each property, including outbuildings, must be marked within the recommended historic district boundary (if applicable.) Likewise, individually eligible or previously listed properties must be noted. Any mapping will be submitted in digital format. If the boundary map includes building footprints and accurate orientation of any outbuildings, second page of the survey form may be omitted.
6. **A survey report** meeting SHPO's "Standards for Professional Architectural and Historic Surveys" (see Exhibit 2) shall be submitted in Word format. This report will describe the scope and scale of the survey; methodology of the project a brief history of the development of the surveyed neighborhood(s), provide historic contexts for evaluation of the resources under National Register criteria as applicable; describe and analyze property types within the resources surveyed; discuss the rationale for evaluation; and make recommendations for future National Register listings (individual and districts if any) and survey activities. Any recommendations for National Register listing must identify potential areas, levels, and periods of significance, and provide an explanation supporting eligibility. The report must specifically provide a boundary recommendation for a Victorian Towers Historic District and make similar recommendations for any other potential districts within the survey boundary. Finally, it shall recommend sites of potential historic districts in Sedalia which are outside the survey area for future survey and nomination. These recommendations sh II include survey boundaries. ,

C. Public Meetings

The grant recipient will conduct a minimum of two public meetings in Sedalia to inform owners of properties within the survey area and the interested public about the goals and scope of the survey project. The first meeting will be held as near to the beginning of the survey as practical and the second meeting will be conducted at the conclusion of the project, when survey results and recommendations will be presented. Meetings should be primarily informative in nature, but may also be used to solicit information from knowledgeable members of the public. The documentation required for the public meeting will include a copy of the public meeting notice, the agenda, and the sign-in sheet or record of attendance.

III. SPECIAL CONDITIONS

- A. As a recipient of a federal subaward, the City of Sedalia is hereby reminded that it is subject to the requirements of 2 CFR 200.1 "Subaward", 200.101 "Applicability", and 200.331 "Requirements for pass-through entities."
- B. The procedures and requirements contained herein are subject to applicable laws and

regulations, and any changes made to these laws and regulations, subsequent to the execution of this agreement. In the event that these procedures and requirements conflict with applicable federal laws, regulations and policies, the following order of precedence will prevail:

1. Federal law
2. Code of Federal Regulations
3. Terms and conditions of grant award
4. Historic Preservation Fund Grant Manual

The provisions included herein shall also be applied by the State to subgrantees and contractors performing work under this program.

- C. It is agreed that if the project should fall one (1) month behind the milestones, the Missouri Department of Natural Resources has the right unilaterally to terminate or reduce the dollar amount of this agreement. In addition, if the Department determines that full termination is warranted, the Department shall be sole authority in determining the amount of compensation owed.
- D. All work related to the development of the narratives within this project will either be supervised or completed by personnel who meet 36 CFR 61, Appendix A, professional qualifications for an historian.
- E. The Sedalia Historic Preservation Commission will have an opportunity to review and comment on milestone products before they are submitted to the HPF Grant Manager or their designee if they so choose. Any Commission comments will be submitted with the corresponding milestone to the HPF Grant Manager or their designee.
- F. Project work will be completed and payments made according to the milestone/payment schedule and project budget that follows.
- G. All grant funded publications, books, brochures and all public meeting notices regarding this grant project (including the app) shall include the following acknowledgement statement:

This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior and Missouri Department of Natural Resources, State Historic Preservation Office. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior or the Department of Natural Resources, State Historic Preservation Office, nor does the mention of trade names or commercial products constitute endorsement or recommendation.

[The above must by federal law appear in any publication funded by federal monies, including films, videos or slide shows. It may be printed in any size and placed in any location in the publication.]